

# PERSONNEL

## 3.40 PROFESSIONAL PERSONNEL EVALUATION POLICY

**Approved and amended by the Lewis County BOE in session January 23, 2006.**

Approved & amended by the LCBOE in session: May 29, 2007 – Policy effective date: July 1, 2007

- 3.40.1 Evaluation/Professional Professional Staff Evaluation Procedures.
- 3.40.2 Evaluation/Professional The Lewis County Board of Education, through WV Code, and delegation of its Superintendent, is commissioned to manage all personnel and specific to this policy implement a program of evaluation for all professional personnel.
- 3.40.3 Evaluation/Professional In meeting this mandate to establish administrative procedures for the performance evaluation for professional personnel, the Lewis County Board of Education adopts West Virginia State Board of Education (WVBOE) Policy 5310 in its entirety and is incorporated by referenced throughout these administrative procedures.
- 3.40.4 Evaluation/Professional Tenets.
1. To promote professional growth and development that advances student learning in West Virginia Schools;
  2. To define and promote high standards for professional personnel and their performances;
  3. To provide data that indicates the effectiveness of professional personnel as one basis for sound personnel decisions;
  4. To provide data for educator preparation programs to identify areas of need and guide program improvement; and
  5. To establish county and school evaluation data that serve as a basis for professional development that specifically targets the area(s) identified for professional growth.
- 3.40.5 Evaluation/Professional Training.
- 3.40.6 Evaluation/Professional All evaluators shall be trained in management and evaluation skills in the current system. The Center for Professional Development and the West Virginia Board of Education shall provide education and training in evaluation skills to administrative personnel who will conduct evaluations.
- 3.40.7 Evaluation/Professional Principles of Operation.
1. Immediate supervisors who conducts the observations and evaluations for professional employees shall be as follows:
    - a. Classroom Teachers and School Counselors will be evaluated by the building principal or his/her designated assistant principal;
    - b. Building Principal will be evaluated by immediate supervisor;
    - c. Assistant Principals will be evaluated by building principal;
    - d. Central Office Supervisors/Treasurer will be evaluated by superintendent;
    - e. Central Office Professional Support Personnel (Director, Psychologist, Mental Health Specialist, Diagnostician/IEP Specialist, Technology Integration Specialist, Academic Coach,

# PERSONNEL

Professional Accountant) will be evaluated by immediate supervisor;

- f. Alternate Learning Center Teachers (ALC) will be evaluated by a designated principal or assistant principal;
- g. Itinerant Teachers will be evaluated by homeschool building principal or his/her designated assistant principal;
- h. Athletic Coaches will be evaluated by building principal or designated assistant principal; and
- i. School Nurses will be evaluated by homeschool building principal.

- 2. Any professional employee whose performance is rated unsatisfactory will be provided with the applicable improvement plan process as designated in WVBOE Policy 5310 in a manner which provides a meaningful opportunity to correct identified deficiencies;
- 3. At the beginning of every school year, during schedule staff development and education activities, all employees will be provided with basic information regarding the evaluation process including access to instruments and procedures;
- 4. All monitoring and/or observations of employee shall be open, honest, consistent, and fair;
- 5. All employees whose performance is rated unsatisfactory shall be given an opportunity to improve and correct deficiencies;
- 6. The professional evaluation process will be conducted in such a manner as to ensure grievance procedures and other rights are in strict compliance with statutes; and
- 7. School leaders and other supervisors will ensure that all employees have meaningful opportunity, time, and collaboration during the school day to fully comprehend the evaluation process.

3.40.8 Evaluation/Professional Immediate Supervisor Responsibilities.

3.40.9 Evaluation/Professional The immediate supervisor responsible for evaluation of professional employees shall adhere to the following:

- 1. Understand and implement all requirements and processes of WVBOE Policy 5310;
- 2. Identify all professional employees to be evaluated, which include: classroom teacher, school counselor, professional support personnel, principal, county office personnel, and athletic coach;
- 3. Ensure compliance and deadlines specific to employee positions and years of experience as defined in WVBOE Policy 5310; and
- 4. Use Focused Support Plans, Corrective Actions Plans, or Improvement Plans for Athletic Coaches for improving an employee's performance based on evaluation results.

3.40.10 Evaluation/Professional Plans to Support Improvement.

3.40.11 Evaluation/Professional Plans to support improvement shall be developed by the evaluator and educator or coach when performance indicates an area of concern and/or unsatisfactory in any area of employee's responsibilities. Those plans are as follows:

- 1. Focused Support Plan: Supports improvement and growth. May only commence after discussion between evaluator and educator, and when evidence exist concerning one or more performance standards, and one



# PERSONNEL

observation has been completed. The Plan spans at least 9-weeks and may commence at any time and may be repeated once per plan. See WVBOE Policy 5310 for required essential components.

2. **Corrective Action Plan:** Is initiated when Focused Support Plan results in inadequate progress and when an evaluation shows unsatisfactory performance on one or more standards or certain instances of misconduct in WV Code §18A-2-8 that may require immediate action. A minimum of one observation must be completed prior to the beginning of the Corrective Action Plan. The Plan spans 18-weeks and may commence anything during the school year. See WVBOE Policy 5310 for required essential components.
3. **Improvement Plan for Athletic Coaches:** Is developed by a school leader, when performance is unsatisfactory in an area of coaching responsibility as contained in §126-142-25 of this WVBOE Policy 5310. A referral to an improvement team may occur when school leader determines the need for such assistance. The coach may request the assistance of an improvement team as well. See WVBOE Policy 5310 for essential components.
4. **Improvement Plan for Professional Support Personnel and Central Office Personnel:** Is developed by the supervisor and the professional support/central office person when the professional support person's performance is unsatisfactory in any area of responsibility as contained in §126-142-20 of WVBOE Policy 5310. A referral to an improvement team may occur when the supervisor determines the employee needs such assistance or when the professional support/central office person request the assistance of an improvement team. See WVBOE Policy 5310 for essential components.
5. **Nothing in this section shall supersede the provisions of WV Code §§Code 18-2E-6, 18-3-4, or 18A-2-8.**

3.40.12 Evaluation/Professional Any interpretation or procedure in difference of opinion or not delineated in Chapter III, section 3.40 of this policy, will be redressed in accordance with West Virginia State Board of Education Policy 5310, WV Code §§18A-2-12 or 18A-2-12a.

3.40.13 Evaluation/Professional

3.40.14 Evaluation/Professional

3.40.15 Evaluation/Professional

3.40.16 Evaluation/Professional

3.40.17 Evaluation/Professional

3.40.18 Evaluation/Professional

3.40.19 Evaluation/Professional

3.40.20 Evaluation/Professional ~~WV State Board Policy 5310. Any interpretation or procedure in difference of opinion or not delineated in Chapter III, section 3.40-3.44 of this policy, will be redressed in accordance with WV State Board Policy 5310 (126CSR142).~~

3.40.21 Evaluation/Professional **Intent** — All employees are entitled to know how well they are performing their jobs and shall be offered the opportunity of an open and honest evaluation of said work on a regular basis. All employees are entitled to the

## PERSONNEL

- opportunity to improve their job performance and to due process before action may be taken which affects their employment.
- 3.40.22 Evaluation/Professional ~~—~~ **Purpose** — The evaluation process shall be a cooperative and continuing effort which is undertaken for the following purposes:
- 3.40.23 Evaluation/Professional ~~—~~ to promote professional growth and development and quality performance,
- 3.40.24 Evaluation/Professional ~~—~~ to provide evaluation data as one basis for sound personnel decisions.
- 3.40.25 Evaluation/Professional ~~—~~ **Coverage** — This policy pertains to all professional personnel permanently employed by the Lewis County Board of Education except the Superintendent. The Lewis County Board of Education has developed an alternative evaluation system for the Superintendent.
- 3.40.26 Evaluation/Professional ~~—~~ **Definitions of terms:**
- 3.40.27 Evaluation/Professional ~~—~~ **Administrator** — The professional educator whose title includes but is not limited to the following: central office administrator, supervisor, director, coordinator, program specialist, principal and/or assistant principal.
- 3.40.28 Evaluation/Professional ~~—~~ **Classroom Teachers** — The professional educator who has direct instructional relationship with pupils.
- 3.40.29 Evaluation/Professional ~~—~~ **Coach** — A member of a school faculty, substitute teacher or student teacher within a public school or an authorized certified individual under contract with a county board of education who provides instruction, direction or supervision to an athletic teams for the purpose of developing ability or skill to perform in athletic contests.
- 3.40.30 Evaluation/Professional ~~—~~ **Conference:** A meeting between the supervisor and employee or among the improvement team and the employee focusing on the employee's performance, the employee's performance during an observation, an evaluation, or an improvement plan.
- 3.40.31 Evaluation/Professional ~~—~~ **Evaluation Instruments:** The approved evaluation form(s) containing the performance criteria.
- 3.40.32 Evaluation/Professional ~~—~~ **High Objective Uniform State Standards of Evaluation (HOUSSE):** HOUSSE is an optional method of documenting subject matter competency in a core academic subject for a teacher in order to meet the definition of highly qualified teacher.
- 3.40.33 Evaluation/Professional ~~—~~ **Immediate Supervisor** — Professional educator/administrator identified by the county superintendent to conduct observations, complete evaluations, and writes / monitors improvement plans.
- 3.40.34 Evaluation/Professional ~~—~~ **Orientation** — A meeting to assure that all employees have a full understanding of the purposes, instruments and procedures used in evaluating the performance of employees.
- 3.40.35 Evaluation/Professional ~~—~~ **Observation** — The process of collecting data on the employee's job performance.
- 3.40.36 Evaluation/Professional ~~—~~ **Performance Criteria** — Indicators of stated job responsibilities used to evaluate the performance of the employee.
- 3.40.37 Evaluation/Professional ~~—~~ **Performance rating categories** — The four (4) performance rating categories on the personnel evaluation form for employees are a) exemplary, b) exceeds standards, c) meets standards and d) unsatisfactory.
- 3.40.38 Evaluation/Professional ~~—~~ **Portfolio for Administrators/Professional Support Personnel** — A collection of materials assembled and selected by the employee to document goal attainment. The employee during the observation or the

## PERSONNEL

- evaluation conference may use the portfolio. The compilation of this documentation is required.
- 3.40.39 Evaluation/Professional ~~Portfolio for Teachers~~ — A collection of material assembled and selected by the employee to document commendable job performance. The employee during the observation or the evaluation conference may use the portfolio. The compilation of this documentation is optional.
- 3.40.40 Evaluation/Professional ~~Professional Growth and Development Plan~~: A plan designed and developed by an employee and his/her supervisor for continued professional growth.
- 3.40.41 Evaluation/Professional ~~Professional Support Personnel~~ — The professional educator whose title include but is not limited to the following: athletic trainer, counselor, education audiologist, school nurse, school psychologist, social service and attendance and speech language pathologist.
- 3.40.42 Evaluation/Professional ~~PRINCIPLES OF OPERATION~~: The Lewis County Board of Education will implement State Board Policy 5310 Performance Evaluation of School Personnel. The county will adhere to the definitions, training, rating, structure, and evaluation criteria and process for classroom teachers, professional support personnel, administrators and coaches.
- 3.40.43 Evaluation/Professional Classroom teachers, professional support personnel, administrators, and coaches will be evaluated based upon their performance and compliance with the responsibilities and performance criteria listed in State Board Policy 5310 for their specific category. Classroom teachers, professional support personnel and administrators must demonstrate competency in the knowledge and implementation of technology effective July 1, 2003.
- 3.40.44 Evaluation/Professional No administrator shall evaluate professional personnel unless the administrator has successfully completed education and training in evaluation skills through the Center for Professional Development of equivalent training approved by the West Virginia Board of Education. Observations and Evaluations may be conducted by the following: Superintendent, Personnel Director, Administrative Assistant(s), Supervisor(s), Director(s), Coordinator(s), Principal(s), Assistant Principal(s), and Athletic Directors who hold and Administrative Certificate (WV Code 18A-2-12)
- 3.40.45 Evaluation/Professional To assure that all employees have a full understanding of the purposes, instruments and procedures used in evaluation their performances; the immediate supervisor will convene a meeting with the employee(s) at the beginning of their employment period. Each employee will be provided a copy of the instrument and the procedure.
- 3.40.46 Evaluation/Professional The immediate supervisor, as stated in the job description or his/her designee shall conduct evaluations and observations of professional personnel.
- 3.40.47 Evaluation/Professional After each observation and evaluation, a scheduled conference will be conducted within five (5) working days. During these conferences, the supervisor will discuss with the employee observed strengths and/or weaknesses with the development of written suggestions with deficient areas that will assist the employee in improving his/her performance.
- 3.40.48 Evaluation/Professional All monitoring or observations of the work of an employee shall be conducted openly.

## PERSONNEL

- 3.40.49 Evaluation/Professional ~~When employee's performance evaluation is rated unsatisfactory, the supervisor and employee in any area of teacher responsibility shall develop an improvement plan.~~
- 3.40.50 Evaluation/Professional ~~Evaluation results will be used as a basis for making personnel decisions such as re-employment and for dismissal. In order to assist the employee in understanding his/her job responsibilities the performance standards as well as state mandated job responsibilities are included in the professional job descriptions.~~
- 3.40.51 Evaluation/Professional ~~Items not observed in an observation may be included in the observation reports if such items have previously been called to the employee's attention and continue to occur. Other observations may be conducted at the discretion of the supervisor and may include non-instructional activities.~~
- 3.40.52 Evaluation/Professional ~~Itinerant personnel serving two or more schools will be evaluated pursuant to this policy. The home school principal(s) is responsible for all required observations and evaluations. Notwithstanding, non-home school principals and/or supervisor of school/programs, reserve the authority to conduct observations and evaluations as per policy for itinerant personnel. An employee who has an extracurricular assignment will be evaluated at least once annually for each assignment.~~
- 3.40.53 Evaluation/Professional ~~All grievance and due process procedures shall remain in effect and operational. (WV Code §18-29-4)~~
- 3.40.54 Evaluation/Professional ~~Time frame for conducting and completing the evaluation process: as per WV State Board Policy 5310, classroom teachers, professional support personnel and administrators who are in their first, second, or third year of employment shall be evaluated a minimum of two (2) times per year; the first evaluation shall be completed by January 15. The second evaluation for first, second, or third year personnel, and employees with more than three years of experience will be due by June 1. All other evaluations completed by principals/supervisors will be submitted on or before June 1.~~
- 3.40.55 Evaluation/Professional ~~For classroom teachers with five (5) or more years of experience, who have not received an unsatisfactory rating, an evaluation shall be conducted or professional growth and development plan required only when the immediate supervisor determines it to be necessary for a particular classroom teacher or when a classroom teacher exercises the option to be evaluated more frequent intervals.~~
- 3.40.56 Evaluation/Professional ~~Process to be used in improving and employee's performance based on the evaluation results: The improvement plan, including an improvement team, if requested by either the employee or evaluator, shall be adhered to as outlined in Policy 5310. Upon request of the employee, one additional professional educator or administrator approved by the superintendent may be added to the improvement team.~~
- 3.40.57 Evaluation/Professional ~~**RATING STRUCTURE:** The following rating score will be used for each performance criteria:~~
- 3.40.58 Evaluation/Professional ~~Exemplary — Performance is consistently exceptional in meeting performance criteria demonstrated by providing extraordinary opportunities for student success through instructional strategies that confirm the teacher's expertise and the ability to reach all students.~~

## PERSONNEL

- 3.40.59 Evaluation/Professional ~~Exceeds Standards — Performance is consistently above average in meeting performance criteria demonstrated by going beyond the established standards and instructional practices in reaching all students.~~
- 3.40.60 Evaluation/Professional ~~Meets Standards — Performance is consistently adequate in meeting performance criteria.~~
- 3.40.61 Evaluation/Professional ~~Unsatisfactory — Performance is not consistently acceptable in meeting performance criteria.~~
- 3.40.62 Evaluation/Professional ~~**EVALUATION PROCEDURE FOR CLASSROOM TEACHERS** Classroom teachers who are in their first, second, or third year of teaching shall be evaluated a minimum of two (2) per year using performance criteria as set forth in this policy. A minimum of three (3) observations is required for each written evaluation, one of which must be completed on or before November 1. Two observations shall cover a minimum of thirty (30) minutes each and shall be conducted during an instructional activity. One (1) of the two (2) instructional observations shall be scheduled with the teacher. Other observations shall be conducted at the discretion of the supervisor and may include non-instructional activities.~~
- 3.40.63 Evaluation/Professional ~~Classroom teachers in their fourth or fifth year of teaching will be observed a minimum of two (2) times for each written performance evaluation. One (1) of the two (2) observations shall cover a minimum of thirty (30) minutes and shall be conducted during an instructional activity. The supervisor shall schedule one (1) of the two (2) observations with the teacher. Other observations may be conducted at the discretion of the supervisor and may include non-instructional activities. The first observation shall occur on or before November 1. HOUSSE: Educators, regardless of the number of years teaching experience, wanting to use the HOUSSE option to demonstrate subject matter competence, must:~~
- 3.40.64 Evaluation/Professional ~~Meet Requirements: Educators must request in writing that the administrator conduct an observation and evaluation in each content area for which subject matter competence must be demonstrated.~~
- 3.40.65 Evaluation/Professional ~~Elementary: Educators assigned to teach at the elementary level must have one observation and one evaluation for one content area.~~
- 3.40.66 Evaluation/Professional ~~Secondary: Educators assigned to teach at the middle or high school level must have one observation in each content area assigned but only one evaluation.~~
- 3.40.67 Evaluation/Professional ~~Previous Evaluations: Educators may use previous evaluations (not to exceed three years prior to the current school year) to demonstrate subject matter competence.~~
- 3.40.68 Evaluation/Professional ~~Evaluation Form: Only Section I of the Performance Evaluation “Program of Study” as referenced in §126-142-14.2 shall be used in evaluation the educator using the HOUSSE option.~~
- 3.40.69 Evaluation/Professional ~~Post Observation Conference: After each thirty (30) minute observation of the teacher, the supervisor shall conduct a post-observation conference with the teacher within five (5) working days. At that time a signed copy of the observation form shall be given to the teacher. Additional conferences may be held on an as-needed basis as determined by the supervisor. Supervisors may observe any time. Lesson plans may not be used as a substitute for observations.~~

## PERSONNEL

- 3.40.70 Evaluation/Professional — ~~To determine if a evaluation is needed more frequently for a particular teacher with five (5) or more years of experience and no unsatisfactory ratings, supervisors shall complete at least two (2) written evaluations using the state performance criteria forms with deficiencies specified. Observations may be conducted during instructional or non-instructional activities any time during the school year.~~
- 3.40.71 Evaluation/Professional — ~~Teachers with five (5) or more years of experience who have not received an unsatisfactory rating may request a professional growth and development plan or performance evaluation with a written request to the school principal by October 1, in the year an evaluation is requested. If a performance evaluation is requested, it shall be evaluated pursuant to 5310, Section 9.3. If a growth and development plan is requested, it must be mutually agreed upon by the teacher and supervisor and contain the following elements: goal(s), objectives and activities, and criteria to measure achievement of goal(s). On or before November 1, the plan will be developed and agreed upon. By June 1, progress toward achievement of the goal(s) will be discussed in the evaluation conference and included in the written evaluation narrative. The plan will be developed for a one (1) year period and may be revised on an annual basis by mutual agreement by the teacher and supervisor.~~
- 3.40.72 Evaluation/Professional — ~~For classroom teachers with five (5) or more years of experience, who have not received an unsatisfactory rating, an evaluation shall be conducted or professional growth and development plan required only when the immediate supervisor determines it to be necessary for a particular classroom teacher, or when the classroom teacher exercises the option to be evaluated at more frequent intervals.~~
- 3.40.73 Evaluation/Professional — ~~After each thirty-minute observation of the classroom teacher, the supervisor shall conduct a post observation conference with the employee within five (5) working days. At that time, a signed copy of the observation form shall be given to the classroom teacher. Additional conferences may be held on an as need basis as determined by the supervisor.~~
- 3.40.74 Evaluation/Professional — ~~A teacher who has received an unsatisfactory rating shall be evaluated every year using state performance criteria forms until five (5) consecutive years of satisfactory ratings have been achieved. Thereafter, the teacher shall be evaluated pursuant to WV Policy 5310, Section 9.1~~
- 3.40.75 Evaluation/Professional — ~~The immediate supervisor is responsible for the classroom teacher evaluations.~~
- 3.40.76 Evaluation/Professional — ~~In order for a performance indicator on the evaluation form to be marked unsatisfactory, some indication of the problem must have been noted on a prior observation form.~~
- 3.40.77 Evaluation/Professional — ~~The classroom teacher has a right to include a written statement as an addendum to the evaluation.~~
- 3.40.78 Evaluation/Professional — ~~The classroom teacher shall sign the evaluation form denoting that the supervisor has reviewed the evaluation with the employee and the employee has received a copy, but the signature shall not imply concurrence with the findings.~~



## PERSONNEL

**3.41 EVALUATION PROCESS FOR ADMINISTRATORS**

(Principals, Assistant Principals, Central Office Administrators, Vocational Directors and Assistants, Supervisors, Directors, Coordinators and Program Specialists)

***Approved and amended by the Lewis County BOE in session January 23, 2006.***

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- ~~3.41.1 Evaluation/Administrator Administrators, who are in their first, second, or third year of, a minimum of two (2) written evaluations per year is required.~~
- ~~3.41.2 Evaluation/Administrator Administrators with three (3) or more years of administration, a minimum of (1) written evaluation per year is required.~~
- ~~3.41.3 Evaluation/Administrator The administrator's immediate supervisor is responsible for monitoring performance and for preparing the written evaluation.~~
- ~~3.41.4 Evaluation/Administrator The purpose of the evaluation is to improve the administrator's performance and professional growth. The administrator and the immediate supervisor will mutually establish annual written goals for the administrator's performance evaluation on or before October 1. The goals shall be related to the administrator's job responsibilities. In addition to the goal, setting conference the administrator and the supervisor will meet at least once annually to review progress toward meeting the established goals. The supervisor will schedule an evaluation conference with the administrator to share findings and prepare the written evaluation. The administrator shall receive a copy of the evaluation within five (5) working days.~~
- ~~3.41.5 Evaluation/Administrator The primary data source for the performance evaluation will be information and documentation related to the mutually established goals. The administrator shall maintain a portfolio of materials that validate progress or completion of the mutually establish goals. The administrator's supervisor may also collect documentation relating to these goals. The supervisor will evaluate the administrator's performance using a narrative description to document the progress made toward goal attainment or to document unsatisfactory performance. Because the mutually established goals will be unique to each administrator, it follows that the evaluation narrative will focus on the administrator's demonstration of those skills identified in the performance characteristics. Therefore, the evaluation will be goal directed and may incorporate the performance characteristics in the narrative description. The supervisor may include those performance characteristics appropriate to the mutually established goals. The performance characteristics should be identified during the goal setting conference. The portfolios maintained by the administrator and the supervisor shall be included as part of the evaluation documentation.~~
- ~~3.41.6 Evaluation/Administrator The administrator's signature on the evaluation form denotes that the supervisor has reviewed the evaluation with the administrator. The administrator's signature does not imply concurrence with the evaluation and/or it's rating. The administrator shall receive a copy of the evaluation. The administrator has the right to include a written statement as an addendum to the evaluation. An addendum and the signature of the administrator must be affixed to the evaluation not later than five (5) working days following receipt of the written evaluation.~~

## PERSONNEL

### 3.42 EVALUATION PROCESS FOR PROFESSIONAL SUPPORT PERSONNEL

***Approved and amended by the Lewis County BOE in session January 23, 2006.***

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- 3.42.1 Evaluation/Support Per. Professional support personnel who are in their first, second, or third year of professional service, a minimum of two (2) written evaluations per year is required.
- 3.42.2 Evaluation/Support Per. Professional support personnel, who are in their fourth or fifth year of professional service, a minimum of one (1) written evaluation per year is required.
- 3.42.3 Evaluation/Support Per. Professional support personnel with five (5) or more years experience who have not received an unsatisfactory evaluation, a minimum of one (1) every three (3) years is required unless the supervisor determines that an evaluation is needed more frequently. Supervisors may determine that professional support personnel whose written evaluations include identified deficiencies related to specific professional support personnel performance characteristics may be evaluated more frequently than once every three (3) years.
- 3.42.4 Evaluation/Support Per. The professional support person's immediate supervisor as defined by the county superintendent is responsible for monitoring performance and for preparing the written evaluation.
- 3.42.5 Evaluation/Support Per. The purpose of the evaluation is to improve the professional support person's performance and professional growth. The professional support personnel and the immediate supervisor will mutually establish annual written goals for the professional support person's performance evaluation on or before November 1. The goals shall be related to the professional support person's job responsibilities. In addition to the goal setting conference, the professional support personnel and the supervisor will meet at least once annually to review progress toward meeting the established goals. The supervisor will schedule an evaluation conference with the professional support personnel to share findings and prepare the written evaluation. The professional support personnel shall receive a copy of the evaluation within five (5) working days.
- 3.42.6 Evaluation/Support Per. The primary data source for the performance evaluation will be information and documentation related to the mutually established goals. The professional support personnel shall maintain a portfolio of materials that validate progress or completion of the mutually established goals. The professional support person's supervisor may also collect documentation relating to these goals. The supervisor will evaluate the professional support person's performance using a narrative description to document the progress made toward goal attainment or to document unsatisfactory performance. Because the mutually established goals will be unique to each professional support personnel it follows that the evaluation narrative will focus on the

# PERSONNEL

~~professional support person's demonstration of those skills identified in the performance characteristics. Therefore, the evaluation will be goal directed and may incorporate the performance characteristics in the narrative description. The supervisor may include those performance characteristics appropriate to the mutually established goals. The performance characteristics should be identified during the goal setting conference. The portfolios maintained by the professional support personnel and the supervisor shall be included at part of the evaluation documentation.~~

- ~~3.42.7 Evaluation/Support Per. The professional support person's signature on the evaluation form denotes that the supervisor has reviewed the evaluation with the professional support personnel. The professional support person's signature does not imply concurrence with the evaluation and/or its rating. The professional support personnel shall receive a copy of the evaluation. The professional support personnel have the right to include a written statement as an addendum to the evaluation. An addendum and the signature of the professional support personnel must be affixed to the evaluation not later than five (5) working days following receipt of the written evaluation.~~

## 3.43 COACHING POLICY – ROBERT BLAND MIDDLE SCHOOL FOOTBALL

***Approved by the Lewis County BOE in session January 23, 2006.***

Approved & amended by the LCBOE in session: June 14, 2007 – Policy effective date: July 1, 2007

- ~~3.43.1 Coaching Policy There will be a head coach and assistant coach at Robert Bland Middle School.~~
- ~~3.43.2 Coaching Policy Cooperation will be maintained between the high school and middle school football program.~~

## 3.44 EVALUATION PROCESS FOR COACHES

***Approved and amended by the Lewis County BOE in session January 23, 2006.***

Approved & amended by the LCBOE in session: June 14, 2007 – Policy effective date: July 1, 2007

- ~~3.44.1 Evaluation/Coaches **State Board Policy 5310**~~
- ~~3.44.2 Evaluation/Coaches The primary purpose of the evaluation is to provide information necessary to make an objective assessment of the performance of coaches and assistant coaches and to assure that quality coaching is provided to the student athlete.~~
- ~~3.44.3 Evaluation/Coaches A minimum of one (1) written evaluation per coach's and assistant coach's contract period is required each year.~~
- ~~3.44.4 Evaluation/Coaches Principals, assistant principals, or athletic directors who hold an administrative certificate according to WV Code 18A-2-12 shall evaluate coaches and assistant coaches.~~
- ~~3.44.5 Evaluation/Coaches The principal, assistant principal or athletic director shall conduct observations and evaluations of head coaches. A minimum of two (2) observations is required for each evaluation.~~

## PERSONNEL

- 3.44.6 Evaluation/Coaches — ~~The principal, assistant principal or athletic director with input from the head coach shall conduct observations and evaluations of assistant coaches. A minimum of two (2) observations is required for each evaluation.~~
- 3.44.7 Evaluation/Coaches — ~~The principal, assistant principal or athletic director shall share the evaluation with the coach/assistant coach during a scheduled conference and within a four (4) week period at the conclusion of each sport's season as defined by WV Secondary School Activities Commission (WVSSAC).~~
- 3.44.8 Evaluation/Coaches — ~~The coaches and assistant coaches have the right to include a written statement as an addendum to the evaluation.~~
- 3.44.9 Evaluation/Coaches — ~~The coach and or assistant coach shall sign the evaluation form denoting that the supervisor has reviewed the evaluation with the coach and the coach has received a copy. The signature shall not imply concurrence with the findings.~~
- 3.44.10 Evaluation/Coaches — ~~**IMPROVEMENT PLAN FOR COACHES** — An improvement plan shall be developed by the principal, assistant principal or athletic director who holds an administrative certificate, when a coach's performance is unsatisfactory in an area of coaching responsibility as contained in State Board Policy 5310 Section 28.~~
- 3.44.11 Evaluation/Coaches — ~~The improvement plan shall designate how the coach shall meet performance criteria. The improvement plan shall:~~
- 3.44.12 Evaluation/Coaches — ~~Identify the deficiency (ies);~~
- 3.44.13 Evaluation/Coaches — ~~Specify the corrective action to remediate the deficiencies;~~
- 3.44.14 Evaluation/Coaches — ~~Contain the time frame for monitoring and deadlines for meeting the criteria, and in no case shall an improvement plan be for more than one semester in length, and~~
- 3.44.15 Evaluation/Coaches — ~~Describe the resources and assistance available to assist in correcting the deficiency (ies).~~
- 3.44.16 Evaluation/Coaches — ~~After a coach has successfully corrected deficiencies, the coach must continue to meet standards.~~
- 3.44.17 Evaluation/Coaches — ~~Nothing in this section shall supersede the provisions of WV Code §18-2E-6, 18-3-4, or 18A-2-8.~~
- 3.44.18 Evaluation/Coaches — ~~**IMPROVEMENT TEAM FOR COACHES**~~
- 3.44.19 Evaluation/Coaches — ~~A referral to an improvement team for a coach whose evaluation is unsatisfactory may occur when the supervisor determines he/she needs such assistance. The coach may request the assistance of an improvement team.~~
- 3.44.20 Evaluation/Coaches — ~~The improvement team shall be comprised of the coach's immediate supervisor, one additional administrator and one coach in the same or related sport. The coach who will serve as a member of the improvement team shall be selected by the coach and approved by the county superintendent. The selection of the other members of the improvement team shall be based upon county administrative procedures adopted in accordance to Section 3.44.25 of this policy.~~
- 3.44.21 Evaluation/Coaches — ~~The improvement team shall serve only as a resource to the immediate supervisor who shall retain authority for the evaluation.~~
- 3.44.22 Evaluation/Coaches — ~~The improvement team shall monitor the improvement plan and may: a) conduct observations and conferences, b) provide training to assist the coach in meeting the performance criteria outlined in the plan, and c) identify additional resources.~~

## PERSONNEL

- 3.44.23 Evaluation/Coaches — Release time may be provided for employees who serve on the improvement team.
- 3.44.24 Evaluation/Coaches — **IMPROVEMENT TEAM FOR CLASSROOM TEACHERS, ADMINISTRATORS, PROFESSIONAL SUPPORT PERSONNEL, AND ATHLETIC COACHES**
- 3.44.25 Evaluation/Coaches — **Referral:**
- 3.44.26 Evaluation/Coaches — At the point in time when the immediate supervisor/evaluator determines that he/she needs assistance, a referral by the evaluator to an improvement team shall be initiated.
- 3.44.27 Evaluation/Coaches — An employee may request the assistance of an improvement team if his/her evaluation does not meet performance standards.
- 3.44.28 Evaluation/Coaches — **Composition:**
- 3.44.29 Evaluation/Coaches — The improvement team shall be comprised of the employee's immediate supervisor, one additional administrator preferably in the content area and one professional educator in the same or related specialization.
- 3.44.30 Evaluation/Coaches — Upon referral to an improvement team, the employee, within five (5) school days shall select a professional educator approved by the county superintendent or his designee. The selection of the other members of the improvement team shall be based upon county administrative procedures as adopted pursuant to §126-142-29.
- 3.44.31 Evaluation/Coaches — Secondly, the administrative assistant supervising the school, within five (5) working days, shall select one (1) individual upon mutual consent to the employee and immediate supervisor and approved by the county superintendent or his designee.
- 3.44.32 Evaluation/Coaches — The following categories may be areas that an employee may select individuals to serve on the improvement team:
- 3.44.33 Evaluation/Coaches — Category I — Professional Educator may be chosen from the same field of study or related specialization as the employee from within the school system.
- 3.44.34 Evaluation/Coaches — Category II — County Principal and/or Assistant Principal from within the school system preferably in the content area (not in the same assigned school as the employee).
- 3.44.35 Evaluation/Coaches — Category III — Central Office Personnel, a director, coordinator and/or supervisor having assigned responsibilities dealing with the field of study as the employee.
- 3.44.36 Evaluation/Coaches — Category IV — Higher Education/RESA, West Virginia Department of Education, persons having assigned responsibilities within the field of education.
- 3.44.37 Evaluation/Coaches — Upon selection of the improvement team, the administrative assistant shall inform the immediate supervisor/evaluator and employee of its composition.
- 3.44.38 Evaluation/Coaches — **Duties:**
- 3.44.39 Evaluation/Coaches — The improvement team shall serve only as a resource to the supervisor who shall retain authority for the evaluation.
- 3.44.40 Evaluation/Coaches — The improvement team shall monitor the improvement plan and may
- 3.44.41 Evaluation/Coaches — conduct observation and conferences;
- 3.44.42 Evaluation/Coaches — provide training to assist the employee in meeting the performance criteria outlined in the plan; and
- 3.44.43 Evaluation/Coaches — Identify additional resources.
- 3.44.44 Evaluation/Coaches — The immediate supervisor will be the spokesperson for the team.

# PERSONNEL

- ~~3.44.45 Evaluation/Coaches — The team shall report the results of the plan in writing to the immediate supervisor and administrative assistant.~~
- ~~3.44.46 Evaluation/Coaches — A plan which results in the employee's meeting all standards quarterly will be retained for three (3) successive school years, then be withdrawn at the employee's written request and approval of the Lewis County Board of Education. A plan, which reports an unsatisfactory evaluation, will be retained permanently.~~
- ~~3.44.47 Evaluation/Coaches — Release time may be provided for teachers who serve on the improvement team.~~